Senior Director, Institutional Advancement / SMC Foundation Director

POSITION PROFILE
As Santa Monica College’s first Senior Director, Institutional Advancement, this full-time administrative position offers a unique opportunity to build and drive the development efforts of an entrepreneurial world-class college:

• Under the direction of the Superintendent/President, participates in the senior level decision making process of the College and provides strategic direction and entrepreneurial leadership for the design and execution of comprehensive development plans for the College and its Foundation;
• Serves as executive director for the Santa Monica College (SMC) Foundation and primary liaison between the college administration and the SMC Foundation;
• Coordinates with management responsible for institutional development and grants generation/administration activities; and
• Provides guidance, direction and participation with policy formulation recommendations in accordance with applicable laws and regulations.

KEY RESPONSIBILITIES
• Serves as Chief Development Officer for Santa Monica Community College District;
• Assists the SMC Foundation Board of Directors with development and implementation of goals and objectives, and monitoring and evaluating results;
• Collaboratively assesses needs and develops fundraising strategies;
• Manages the SMC Foundation’s day-to-day operations, including management of the Foundation budget and allocation of funds;
• Ensures compliance with applicable laws and regulatory requirements;
• Cultivates key donor relationships including individuals, foundations and corporations and assists in setting fundraising goals and objectives;
• Identifies, recruits, and evaluates Foundation Board Members;
• Meets agreed upon expectations for capital campaigns, naming opportunities, major gifts, corporate sponsorships as well as generating student, faculty, alumni and community support;
• Represents the District at local, state, or national meetings pertaining to institutional advancement;
• Participates in participatory governance and administrative committees as assigned; and
• Performs other related administrative duties, as assigned.

PERSONAL AND PROFESSIONAL COMPETENCIES
• Public relations and team building skills;
• Knowledge of applicable governmental laws and guidelines to ensure compliance with regulatory laws, rules, and regulations;
• Knowledge of fundraising and foundation management best practices;
• Knowledge of capital campaigns, endowments, and annual and planned giving programs;
• Ability to demonstrate highly developed skills in oral and written communications;
• Ability to effectively perform the duties and responsibilities of this position;
• Ability to design, plan, and organize development and other major giving strategies for the District and the Foundation; and
• Ability to work successfully in an atmosphere of collegial decision-making and participatory governance.

Equal Opportunity, Title IX, Employer of the Disabled

SANTA MONICA COLLEGE
1900 Pico Boulevard / Santa Monica, CA 90405
(310) 434-4000 / www.smc.edu

SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES:
Dr. Andrew Walzer, Chair; Dr. Margaret R. Quiñones-Perez, Vice Chair;
Dr. Susan Amato, Judge David Finkel (Ret.); Dr. Henry Greenerman;
Louise Jaffe; Rob Rader; Joshua Scuteri, Student Trustee;
Dr. Chui L. Tsang, Superintendent/President
QUALIFICATIONS

• Possess a Master’s degree from an accredited college or university in a discipline appropriate for the administrative assignment and management of the program or equivalent.
• Be able to present at least five examples of successful fundraising, annual giving, and major gifts experience.
• Substantial experience engaging a senior leadership team, managing staff, as well as developing and working with Boards and volunteers, is preferred.

The District, in its desire to select outstanding administrators from the largest possible pool of qualified applicants, recognizes the fact that candidates may attain expertise in a discipline through a variety of means. Certain combinations of education, experience and other accomplishments in the field may be judged by the District as equal to the stated minimum qualifications for this position. Candidates who feel they possess such equivalent qualifications are encouraged to apply and provide appropriate documentation of their qualifications.

INFORMATION AND BENEFITS

• 12 month management position
• 24 paid vacation days
• 12 paid ill days
• Fully paid medical, dental and vision care coverage for the employee and dependents
• $50,000 Life insurance for employee
• STRS (State Teachers Retirement System) or PERS (Public Employees Retirement System) if pre-qualified

COMPENSATION

Salary will be commensurate with qualifications and experience.

APPLICATION PROCESS

REQUIRED MATERIALS

• A completed District application (if applying online).
• A cover letter which outlines education and experience relevant to the duties and responsibilities of the position.
• Please list the major gifts and other significant fundraising amounts over the last five years for which you were principally responsible for securing. Include the amount, date, organization and contact information for your immediate supervisor at the time.
• A detailed resume of professional experience.
• Equal Opportunity survey (optional).

All applications and materials must be received by the first review date of November 18, 2011.

HOW TO APPLY

Online: http://jobs.smc.edu

Please note: Documents uploaded online must be the actual documents to be considered for review. Do not upload a “placeholder” document. Applications with placeholder documents are considered incomplete and will be rejected. Also, please note that documents will not be removed from your application file. Only upload the documents requested. Other materials may be presented as appropriate if you are selected for an interview.

By Mail: Send cover letter and resume to:
Santa Monica College Office of Human Resources
1900 Pico Boulevard, Santa Monica, CA 90405
Attention: Search Committee – Senior Director, Institutional Advancement/SMC Foundation

By E-Mail: Send cover letter and resume to:
humanresources@smc.edu

Please note: It is your responsibility to ensure that all application materials are received on or before the closing date. All materials received will be considered for this position only and may be photocopied. All applications, documents and photocopies become the sole property of the District and will not be returned. Employment information and instructions for submitting applications may also be obtained 24 hours a day by calling (310) 434-4336.

CONDITIONS OF EMPLOYMENT

Appointment subject to verification of official transcripts, current or previous employment, tuberculosis exam, and fingerprint clearance. Selected candidate must provide identification and work authorization.

SELECTION PROCESS

The selection process shall include the following steps: (a) A screening/evaluation committee will review application materials to determine that minimum qualifications for the position are met; (b) a pool of qualifying candidates will be invited to an initial interview with the selection committee at Santa Monica College; (c) the selection committee will recommend candidates for final interview with the Superintendent/President who will recommend a candidate for appointment by the Board of Trustees.

Applicants will be notified by letter of their status as the committee progresses through the hiring process.

All travel costs related to an initial interview will be borne by the candidate. Only one-half of the airfare cost to the Superintendent/President’s interview will be borne by the College.

The District reserves the right to contact the current or most recent employer of any candidate and to investigate past employment records.

The District reserves the right to re-advertise the position or to delay filling the position indefinitely if it is deemed that applicants for the position do not constitute an adequate applicant pool.

Accommodation: Candidates with legally defined disabilities may request reasonable accommodation in the interview and the selection process by notifying the Office of Human Resources by the deadline date. Candidates may be required to supply documentation supporting the need for the accommodation when the request is made.

ADDITIONAL INFORMATION

Additional information regarding this position may be found online at www2.smc.edu/foundationsearch

THE DISTRICT

The Santa Monica Community College District operates Santa Monica College, a public two-year college, serving approximately 33,000 students each semester, with about 300 full-time faculty members and a total work force of about 1,200 full- and part-time staff. The College includes a main campus of about 42 acres and five satellite locations, all in the City of Santa Monica, located in the western part of Los Angeles County. The District has an annual General Fund operating budget in excess of $165 million, and Proposition 3B bond authority of $590 million for capital projects.

Santa Monica College is highly regarded, with a commitment to transfer education and professional training. SMC has the highest transfer numbers by far of any college or university to the University of California, including the highest transfer numbers of African American students and Latino students, and is the westside’s leading provider of professional and career training.

Each year, more than 100 U.S. colleges and universities recruit Santa Monica College students for transfer to their institution.

As a consequence of its popularity and commitment to program, SMC serves an exceptionally diverse student body. Additionally, the College attracts a large number of international students with students from more than 100 countries attending SMC.

In addition, the College is noted for a number of innovative programs, including student internships in government in Washington, DC; student internships in science in national laboratories in Washington, DC; student internships in government in Washington, DC; student internships in science in national laboratories in Washington, DC; and Berkeley; a portfolio program at the College’s Academy of Entrepreneurship & Technology; an expanding online education program; and a nationally-recognized public radio station KCRW.

Revised 10/20/2011